

File is arranged:

Alphabetically by applicant's name.

8. Monthly Reference Rate

One to six months old 5 ; Seven to twelve months old 0 ; Thirteen to twenty-four months old 0 ; twenty-five months and older 0 ?

9. Annual Rate of Accumulation of Records
Letter-size drawers ; Legal-size drawers 2 ; Shelves ; Other (specify)

×	If not, where is	s it?			
_ × 1	Does the series	contain confide	ential information	on requiring security handling? If yes, cite law or regula	tion.
	. Is this a vital re	ecord?			
			or long term rese	earch value?	11
6	:. When one or to	wo documents in	n the file make it	t necessary to keep the entire file for a long period, coul	d these
× _	documents be	scheduled separ:	ately?	published? If yes, attach copy.	The state of the s
				· ·	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
_× _	If ves, attach c	op <u>y</u> .		analyzed and/or recorded in a summarized report?	and the state of t
7	 Is there a dupling of the second o		' =	ce, or in another office or agency?	
ii	. Is this series (o	r a maior portio	<i>n of it)</i> regularly	/ microfilmed?	
	. Does the record	d series result in	a computer prin	ntout?	
1. Retention	Requirements	The	e following requir	res the series to be kept:	
a. State L	_aw		years.	d. Audit period	years.
b. Statute	of limitation		years	e. Administrative need 2	years.
c. Federa	i law		years.	f. Federal retention instructions2	years.
Attach co	py or excerpt of I	aws or regulatio	ns. Explain admi	inistrative need.	
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

90	Post Office Box 2406 Savannah, Georgia 31402	NOV - 5 19	980 NOV 1 7 1980
Person to Contact	Working Title		Telephone Number
Chuck Phillips	Personnel M	anager	964-1721, # 283
b. ☐ Dispose of present acc c. ☐ Amend Application N	chedule; record will continue to accumulate, cumulation; no further accumulation anticipated. o. 78-251		
Earliest Latest	5. Rectids Series Title (followed by title used in o		
1978 To Date Division and Office Function	Rejected Applications for Employm What is the function of the Division and the		
	ment is responsible for the recruitm cations as well as the formulation res.		
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I I	icial copy of the series?	•
		1
X Does tile serie	es contain confidential information requiring security handling? If yes, cite law or requ	liation.
X c. Is this a vital r	record?	
	es have historical or long term research value?	The state of the s
e. When one or t	two documents in the file make it necessary to keep the entire file for a long period, co	ould these
X f. Is the informa	e scheduled separately? ation contained in this series ever published? If yes, attach copy.	
1 1	ation contained in this series ever analyzed and/or recorded in a summarized report?	
X If yes, attach	CODY.	
1	lication of this series in your office, or in another office or agency?	
F 5 = 6 - 14 - 4 - 7 = 1 - 13 - 13 - 13 - 13 - 13 - 13 - 13	or a major portion of it) regularly microfilmed?	and and the second
× i. Does the reco	ord series result in a computer printout?	+
11. Retention Requirements	The following requires the series to be kept:	·
	3	
a. State Law b. Statute of limitation	years. d. Audit period years. e. Administrative need	years.
c. Federal law	years. f. Federal retention instructions	
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Attach copy or excerpt of	laws or regulations. Explain administrative need.	•
Attorney General	Opinion dated January 5, 1980	100 mg
2		
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12 Approved Disposition land		
 ☐ Hold in the current file ☒ Transfer to local holding ☐ Transfer to State Reco 	tructions This agency recommends that the file series be cut off at the end of each:	then,
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APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

FOR AGENCY USE Application Date 10-24-78 Application Number 32	1. Agency Address Georgia Ports Authority Personnel Department Post Office Box 2406 Savannah, Georgia 31402			Date Completed JAN 2 3 1979
2. Person to Contact		Working Title		Telephone Number
John J. Powers	······	Personnel Manager	912-9	64-1721, 283
b. Dispose of present ac	Schedule; record will continue to a comulation; no further accumulation. 120 Check On 5. Records Series Title (follower vious Rejected Applic	tion anticipated. le: Change; Superce	ifferent)	
6. Division and Office Function	What is the function of ti	he Division and the Office in	which this record ser	ies is created?
	ruitment, training, job of personnel programs a	nd procedures.	· · · · · · · · · · · · · · · · · · ·	
Region Documents relating to:	applicants for employ	ment with Georgia P	orts Authority.	
Documents relating to.				
••				
Included are:	Applications with rem	marks included as to	why applicant	was rejected.
File is arranged:	Alphabetically by job name.	classification; th	ereafter, alpha	betically by
8. Monthly Reference Rate	How often are records refer	_ ,		
One to six months old1_twenty-five months and olde		old, Thirteen	to twenty-four month	•
9. Annual Rate of Accumulation Letter-size drawers	on of Records ; Legal-size drawers			

a. Is this the office of the state of the st	cial copy of the ser	ries?					•
F - 1	contain confident	tial information	requiring s	ecurity handli	ng? If yes, cite	law or regulat	tion,
X c. Is this a vital re	ecord?						
	s have historical or	long term resea	arch value?			بني بدين بريد (1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 1966 - 196 - از اين در اين	i
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h. is there a dupli		•	•		igency?		
i. Is this series (o	r_a_major portion (ot iti Legulariy i	microtilmed	#?			
X I i. Does the recor	d series result in a	computer print	out?				
11. Retention Requirements	The fo	ollowing require	•		Six months need.	for admi	nistrative
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b. Statute of limitationc. Federal law	***	_years. _years.	e.	Federal reten	e need tion instructions	3	
o. r danar marr		_ years.	••	i ederal reteri	tion mad detions		years.
Attach copy or excerpt of I	aws or regulations.	. Explain admin	istrative ne	ed.	•		
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These instructions apply to	all prior and futu	ire accumulatio	ns of the se	ries.			
Agency Head/Designee (Signa	ture)	Date .	Records N	/anagement Q	fficer (Signatur	<i>e)</i>	Date
CA Stu	4	10124171	Car	al Sho	moson	\mathcal{G}	10-25-78
•			\$	tate Records G	ommittee (Sign	ature)	Date
Recommendations in paragraph 12 are approved.	State Audito	r/Designee				andrews of the second seco	12-28-78
(If disapproved, attach letter of explanation.)	- OAK	ate/Designee	Can	roll	Last	··· •• BT-02 2004-1 NA THERE OF	12-22-78
	Attorney Gene			2/Hol	4000	e e e e e e e e e e e e e e e e e e e	1-22.79
AR-50-71; Rev. 76	Lange of the same	na de como como como de la como d	leverse Side)	<u>-</u> <u>- </u>		THE RESERVE OF STREET	The state of the s